

Apply To: Office of Public Instruction
E-Mail: opipersonnel@mt.gov
Address: P.O. Box 202501
Location: Helena, MT 59620-2501

School Phone: 406-444-2673
FAX: 406-444-1369
Date Listed: 8/16/07

For more information on our schools, visit our Web page: <http://www.opi.mt.gov>

Job Title: Curriculum/Content Specialists*

Starting Salary: \$36,618 minimum
Closing Date: Until Filled

Job Description:

*Positions will focus on the following specialties: Math (PN#351-03011), Science (PN#351-03012), Early Childhood (K-3)(PN#351-03013), and Middle School/At Risk (PN#351-03014).

The Office of Public Instruction is recruiting for a Curriculum/Content Specialist in the area of Communication Arts for the Accreditation Division. Applicants may apply by completing a state application form. If accommodation for a disability is needed during the application or examination process, contact the recruiter identified or OPI Personnel Office.

DESCRIPTION OF DUTIES: The principal purpose is to provide leadership and support for Pre-K through postsecondary education efforts to develop, implement, evaluate and monitor curriculum/content efforts including standards, curriculum, research-based instructional strategies, classroom assessments, and professional development. It involves primary responsibility for professional development to all

schools in the state and materials development to support curriculum, instruction, and assessment development in schools. The position responds to a wide variety of inquiries related to Accreditation and offers technical assistance to schools and educational organizations in areas related to communication arts. These efforts include participation on teams conducting on-site accreditation reviews. This position will collect and analyze data related to academic achievement, continuous school improvement, and implementation of professional development. This position has responsibilities for conducting research on local assessment practices, evaluating program effectiveness, providing data on student learning needs, state and federal program requirements, and implications of data analysis to improving student achievement. This position directly relates to improving teaching and learning of Pre-K through postsecondary education programs through the coordination of Montana Accreditation Standards, federal programs under No Child Left Behind, Montana State Accountability System, Montana Comprehensive Assessment System, School Support Teams Program, and implementation of the continuous educational improvement initiative (Five-Year Comprehensive Education Plan).

Academic Qualifications:

QUALIFICATIONS: Considerable knowledge of current research, theory, principles and practices in the specific curriculum area, continuous educational improvement, professional development and program administration. This position requires a working knowledge of supervisory practices and techniques, as well as demonstrated knowledge and skills in the areas of professional development research and practice, leadership development, and application of educational technology. Ability to establish and maintain effective working relationships with a diverse group of professionals, to communicate effectively with others using verbal and written skills. Position requires the ability to plan and direct an educational service and professional development program related to the specific curriculum area. Position requires a working knowledge of applicable state and federal laws and regulations relative to school improvement, Adequate Yearly Progress, professional development, and public education. Ability to access, retrieve, evaluate, disseminate best educational practices based upon scientific research, and databases using electronic networks.

EDUCATION AND EXPERIENCE: The above knowledge, skills and abilities are typically acquired through a Master's degree in education and five years of

experience in teaching the curriculum/content area in K-12 situation or an equivalent combination of relevant education and experience. Experience and knowledge of school structure and programs, and continuous school improvement, standards, curriculum, research-based instruction, classroom assessments, and professional development are desirable.

Applicant must be able to meet the qualifications for appropriate Montana Certification and Endorsement.

Supplementary Information:

APPLICATION AND SELECTION PROCESS: Procedures to be used in evaluating an applicant's qualifications may include, but are not limited to, the Montana state application form, supplemental questions, technology usage survey, structured oral interview, and presentation, plus reference checks.

All applicants must submit a completed and signed State of Montana application form. All applicants claiming veteran's preference must submit certification at the time of the oral interview.

The Office of Public Instruction is an equal opportunity employer. Inquiries about this position may be made to the Personnel Office of the Office of Public Instruction at (406) 444-2673.

APPLICATION SUPPLEMENT

Office of Public Instruction, Helena MT
Curriculum/Content Specialist PN#351-_____

The selection panel in combination with your education will use the information you provide on this supplement and experience to determine which applicants will be selected for interview. Your response will be viewed apart from your state application or other application material. It is important to provide the specific information requested. You must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume or other application materials. Answer each supplement question fully and completely. Avoid using words like "assist," "process," "handle," etc., which do not clearly describe your responsibilities.

1. Describe your experience in your professional work in the specific curriculum/content area.
2. Describe your experience in gathering, analyzing, and using data and research related to improving teaching and learning in the specific curriculum/content area including the continuous education improvement process.
3. Describe a few professional education leadership experiences. Describe how you believe that these experiences prepare you for the Curriculum/Content Specialist position.
4. Describe a collaborative work project in which your role was significant. Describe the scope of the work, your role, the accomplishments that resulted from the project, and the changes you would make if you were to work on the project again.

***** END *****
